

Maine CACFP
CENTER CLAIM PROCESS:

1. Complete top section (self-explanatory).
2. Check 'Non-Pricing' Center if parents are not charged separately for meals/snacks.
3. Check type of center being reported – use separate claim for each type:
Child Care Center, At-Risk, OSHCC, Head Start Child Care,
Adult Care, Emergency shelters

**Note: There are separate claim forms for At-Risk Centers, OSHCC Centers, and
Emergency Shelters.*
4. Identify number of centers sponsored and operating (will most likely be the same).
5. Number of Days Operated: self-explanatory.
6. Average Daily Attendance (ADA): Count children (or adult participants in Adult Care Centers) in attendance for each day of the month, total that number and divide by the number of days operated to get the ADA. **Always round up.**
7. Agency can claim any child participant (or adult participant in Adult Care Centers) who has been served at least one meal or snack in a given month.
8. Check each child's (or adult participant in Adult Care Centers) eligibility category: Free, Reduced-Price or Paid. Report the number of children (or adult participant in Adult Care Centers) in each category and document the total.
9. Document the total number of meals and snacks served to participants. Identify if supplements (snacks) are AM, PM or Evening.
10. CCI Authority is identified in the CACFP Agreement and only that person or persons can sign the claim. The preparer may be the same person as the CCI or a different person.
11. Submit claim to DHHS **by the 15th of the following month.**